



**FINANCE AND ADMINISTRATION ADVISORY COMMITTEE**

Via Zoom

**MINUTES**

December 9, 2021

**MEMBERS PRESENT:**

C. Lowry, Chair  
P. Sweetnam, Vice-Chair  
J. Atkinson  
E. El-Chantiry  
J. Mason  
B. King  
P. Kehoe  
A. Tennant  
J. Atkinson

**STAFF PRESENT:**

S. McIntyre, General Manager  
A. Millar, Treasurer  
L. Williams, Recording Secretary  
J. Cunderlik  
M. Craig

C. Lowry called the meeting to order at 2:34PM.

**FAAC12/09/21-1**

**MOVED BY: P. Sweetnam**

**SECONDED BY: P. Kehoe**

**Resolved, That the Agenda for the December 9, 2021 Finance & Administration Advisory Committee meeting be adopted as presented.**

**“CARRIED”**

**BUSINESS**

1. Revised Draft 2022 Budget, Report 3189/21

S. McIntyre presented Report 3189/21 regarding the Revised Draft 2022 Budget.

The Committee reviewed and discussed the proposed 2022 Budget, focusing on main concerns.

C. Lowry asked the Committee for the passing of the recommendation presented in Report 3189/21. P. Kehoe stated his disapproval of item #4 which read:

*“allocate \$10,000 from the year-end operating surplus to the development of policies and procedures governing the management of reserve funds”.*

He expressed his desire for further discussion on the matter. C. Lowry sought clarification on item #4. A. Millar and S. McIntyre explained seeking guidance from an alternative source results in fees of minimum \$5,000 – the proposed \$10,000 expenditure was felt to be a fair budget based on the required effort. A. Tennant raised the concern that the advice from a secondary source may not be used, which would be a waste of funds. P. Kehoe was unsupportive of the use of outside source, feeling the matter could be handled internally by consulting with member municipalities.

J. Atkinson sought clarification as to whether or not this expense is represented in the proposed budget. S. McIntyre clarified that there was nothing in the budget related to this expenditure. She further explained that by earmarking the funds this would allow staff to move forward with the procurement of advice from a secondary source for the development of policies and procedures governing the management of reserve funds without the need for another meeting to obtain direction from the Board of Directors regarding the use of the Operations Reserve. J. Atkinson shared his support for item #4.

After discussion, the Committee decided to omit item #4 from the recommendation, and gave direction that the item to be brought back for discussion at future date. The Committee thanked staff for their hard work on the Draft 2022 Budget.

The Finance & Administration Advisory Committee amended the motion as presented in Report 3189/21.

#### **FAAC12/09/21-2**

**MOVED BY:** P. Sweetnam  
**SECONDED BY:** P. Kehoe

**Resolved, That the Finance & Administration Advisory Committee recommend that the Board of Directors:**

- 1. approve the Revised Draft 2022 Budget v.3 as presented in this report for circulation to member municipalities for comment; and**
- 2. transfer any unspent levied capital dollars as of December 31, 2021 to their respective capital reserves to meet future capital needs;**
- 3. fund any operating deficit for the year ending December 31, 2021 from the Operating Reserve; and**

4. transfer any remaining year-end operating surplus to the Operating Reserve.

**“CARRIED”**

E. El Chantiry requested the Treasurer to periodically report to the Finance & Administration Committee regarding the projected year-end operating surplus/deficit.

**FAAC12/09/21-3**

**MOVED BY: E. El Chantiry**

**SECONDED BY: P. Kehoe**

That Staff bring forward further information regarding development of policies and procedures governing the management of reserve funds.

**“CARRIED”**

**ADJOURNMENT**

The meeting was adjourned at 3:10PM.

**FAAC12/09/21-4**

**MOVED BY: A. Tennant**

**SECONDED BY: P. Sweetnam**

**Resolved, That the Finance and Administration Advisory Committee meeting be adjourned.**

**“CARRIED”**

“L. Williams, Recording Secretary

C. Lowry, Chair”